## STATE BOARD FOR CAREER AND TECHNICAL EDUCATION

## Minutes of Meeting

## June 15, 2015

Members of the State Board for Career and Technical Education met at 8:00 a.m. CST, in the Peace Garden Room, State Capitol, Bismarck. The meeting was called to order by Dr. Brian Duchscherer, Chair. The following members were present:

Ms. Kirsten Baesler, Member

Ms. Cheri Giesen, Member

Dr. Jeff Lind, Member

Ms. Debby Marshall, Vice Chair

Ms. Sonia Meehl, Member

Ms. Val Moritz, Member

Mr. David Richter, Member

Wayne Kutzer, Brenda Schuler, Gwen Ferderer, Debra Huber, Paula Marschner, and Doug Vannurden were also present. Dr. Duchscherer welcomed the board and audience members.

<u>CONSIDERATION OF MAY 18, 2015 MINUTES</u> – Ms. Moritz moved and Ms. Giesen seconded to approve the minutes of the May 18, 2015 meeting as presented. The motion passed unanimously.

**FINANCIAL REPORT** - Ms. Gwen Ferderer, Budget and Finance Administrator, reviewed the Appropriation Status Report and the Administrative Budget and Expenditures Report for month ended May, 2015, reporting that the total budget expended is in line with the time elapsed and that any state funds remaining at the end of the fiscal year will be reallocated back to schools.

Following a brief discussion, Ms. Marshall moved and Dr. Lind seconded to approve the financial reports as presented. The motion passed unanimously.

<u>DIRECTOR'S REPORT</u> – Mr. Kutzer announced that Legislative Management selected career and technical education as one of the interim studies. The committee has not yet been named. Mr. Kutzer asked for any ideas or suggestions to discuss with the committee once the meetings begin.

Mr. Kutzer reported that the study by RTI International and funded by the US Office of Career, Technical, and Adult Education, "Roads to Success in North Dakota: A Randomized Study of a College and Career Preparation Curriculum", is proceeding but has been moved to the 2016-2017 school year due to the extended approval process and the lead time needed to work with schools and conduct training. The study will target 11<sup>th</sup> and 12<sup>th</sup> grade students to assess the impact of the Roads to Success curriculum on students' college and career planning.

Mr. Kutzer also reported that the proposal for the three million dollar incentive grant North Dakota received because Job Service, Adult Education in DPI, and CTE all met their performance measures has been submitted. The proposal included: \$1.5 million to implement the Workforce Investment Opportunity Act; add an Energy Career Cluster to RUReady; update equipment in the Auto Tech programs at the Area Centers; and, teacher training in the Engineering by Design and Praxis areas.

Following a brief discussion, the board thanked Mr. Kutzer for his report.

**SALARY ADMINISTRATION** - Mr. Kutzer reviewed the salary recommendations (buff handout) for the agency staff, explaining that the legislature provided a three percent appropriation for salary administration and approved a two to four percent salary increase for each of the next two years, based on performance, not across the board increases. Based on performance levels for this year, Mr. Kutzer recommended that employees receive a 2.5%, 3.25% or a 4% increase effective July 1 paid August 1, 2015. It is anticipated that employees could receive a 2%, 2.5% or a 3% performance based increase on July 1 paid August 1, 2016;

however, the percentages could change depending on performance evaluations and salary

funding available at that time.

Discussion was held on whether the agency received market equity dollars. Mr. Kutzer

responded that funding was given for market equity adjustments for the assistant supervisors

and supervisors and that he is currently working on how to distribute those dollars and must

submit his recommendations to the Human Resource Management Services office.

Following discussion, Dr. Lind moved and Ms. Moritz seconded to approve the salary

increases as proposed by Mr. Kutzer. The roll call vote was as follows:

Dr. Lind- aye

Ms. Moritz - aye

Ms. Meehl- aye

Ms. Marshall - aye

Mr. Richter – aye

Ms. Baesler – aye

Ms. Giesen - aye

Dr. Duchscherer – aye

The motion passed unanimously.

The board then discussed Mr. Kutzer's salary increase and asked if the maximum amount

that could be given is a four percent increase. Mr. Kutzer responded that his salary increase

must fall within the same legislative guidelines.

Following discussion, Ms. Marshall moved and Mr. Richter seconded to increase Mr.

Kutzer's salary by four percent, effective July 1 paid August 1, 2015 and three percent effective

July 1 paid August 1, 2016, and allowing Mr. Kutzer the flexibility to change the percentages

for all employees next year based on the money available. The roll call vote was as follows:

Ms. Marshall - aye

Mr. Richter - aye

Ms. Meehl– aye

Ms. Moritz- aye

Dr. Lind - aye

Ms. Baesler – aye

Ms. Giesen - aye

Dr. Duchscherer – aye

The motion passed unanimously.

**PROPOSED 2015-2016 STATE AND FEDERAL FUNDING** – Mr. Kutzer reviewed the Five Year Administrative Budget Comparison (blue handout) reporting that the increases for FY2016 were due to legislative action.

Mr. Kutzer then reviewed the proposed Fiscal Year 2016 General Fund Projections (green handout) reporting that the 2015-2017 General Fund Appropriation is \$34,051,866 and the projected expenditures are split 48.6% for FY2016 and 51.4% for FY2017.

The State Funded Projections for FY2016 were reviewed which show the net obligations, including an anticipated four percent recovery, for FY2015 is \$15,905,122 and \$16,556,191 for FY2016. The New Program Requests for FY2016 (pink handout) total \$117,941, as of June 12.

Mr. Kutzer reviewed the Carl Perkins Obligations for FY2016, reporting that the Carl Perkins Funds available of \$4,214,921 have been the same amount for the past several years and the split between secondary and postsecondary remains the same at 65%/35%.

Discussion was held on funding pilot programs and the need to replicate and fund successful pilot programs throughout the state. Mr. Kutzer responded that the legislature did not provide funding to duplicate pilot programs; however, he will survey schools to see what interest there is in duplicating successful pilot programs in order to provide that information when requesting funding from the legislature.

Further discussion was held on whether private industry could provide funding to schools to duplicate these programs. Mr. Kutzer responded that schools do have the ability to accept funds from industry.

Discussion was held on the Autism Grant and who could go through the program. Mr.

Kutzer responded that legislative language was specific and directly related to training being

provided to a workplace. Upon further discussion, Ms. Baesler and Mr. Kutzer will meet to

discuss the grant and the services provided through it.

Mr. Kutzer then reviewed the proposed two percent increase in reimbursement for Family

and Consumer Sciences (FCS) programs (white handout), reporting that the legislature did

approve \$200,000 for this. The board agreed that increasing funding for FCS programs was

important and hopefully this will be included in the legislative study for career and technical

education.

Following further discussion, Dr. Lind moved and Ms. Marshall seconded to approve the

2015-2016 State and Federal funding as proposed by Mr. Kutzer. The roll call vote was as

follows:

Dr. Lind – aye

Ms. Marshall - aye

Ms. Meehl - aye

Ms. Moritz– aye

Mr. Richter - aye

Ms. Baesler – aye

Ms. Giesen - aye

Dr. Duchscherer – aye

The motion passed unanimously.

FY2015 SUPPLEMENTAL PAYMENT – Mr. Kutzer recommended approval for

FY2015 Supplemental Payments using the same process as in FY2013 (yellow handout),

reporting that the payments would go out to schools by mid-July.

Following a brief discussion, Ms. Meehl moved and Ms. Moritz seconded to approve the

FY2015 Supplemental Payments process as presented by Mr. Kutzer. The roll call vote was as

follows:

Ms. Meehl - aye

Ms. Moritz- aye

Dr. Lind – aye

Ms. Marshall - aye

Mr. Richter - aye

Ms. Baesler – aye

Ms. Giesen - aye

Dr. Duchscherer – aye

The motion passed unanimously.

## AUTHORIZATION TO OPERATE PRIVATE POSTSECONDARY CAREER

<u>SCHOOLS</u> – Ms. Debra Huber reviewed six career school applications seeking renewal of regular status and recommended approval for all, stating that the career schools meet the Board's standards and criteria and are fully accredited.

Ms. Huber also reported that HB1045, recently approved by the legislature, provides additional consumer protection for students attending private career schools.

Following a brief discussion, Mr. Richter moved and Ms. Meehl seconded to approve the six private postsecondary career school renewal requests through June 30, 2016, based on Ms. Huber's recommendation. The roll call vote was as follows:

Mr. Richter – aye

Ms. Meehl – aye

Ms. Moritz - aye

Dr. Lind - aye

Ms. Marshall– aye

Ms. Baesler – aye

Ms. Giesen - aye

Dr. Duchscherer – aye

The motion passed unanimously.

**T&I SECONDARY TEACHING 30 YEAR LIFE LICENSE** – Mr. Kutzer explained the proposed change of adding a 30 year life license to T&I licensed teachers (salmon handout), reporting that the Education Standards and Practices Board issues 30 year life

licenses to all eligible North Dakota teachers and this policy language is identical to the ESPB

policy.

Discussion was held on teacher shortages across North Dakota and nontraditional or

provisional licensing and the highly qualified teacher requirement. Ms. Baesler reported that

DPI has met with ESPB on these issues and that ESPB felt that, at this time, they were not able

to take on this work and have allowed DPI to lead the effort. DPI is in the process of putting

together a working committee to come up with short term solutions, while also working on a

long term plan on teacher shortages.

Following further discussion on T&I licensure, Mr. Kutzer reported that CTE reviews and

provides approval for Trade, Industry, Technical, Health Sciences and Information Technology

Education teacher licensure applications to ESPB to ensure that the applicants are eligible to be

licensed. ESPB issues the T&I teaching license once they receive CTE approval. A copy of the

CTE licensing application approval process will be provided to the board.

Discussion was then held on whether the 30 year life license is a standard across all

teaching areas. Mr. Kutzer responded that ESPB established the 30 year life license several

years ago. Dr. Lind then moved and Ms. Baesler seconded to approve the T&I 30 year life

license requirement. The roll call vote was as follows:

Dr. Lind – aye

Ms. Baesler - aye

Ms. Meehl – aye

Ms. Moritz - aye

Ms. Marshall- aye

Mr. Richter – aye

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Ms. Giesen - aye

Dr. Duchscherer – aye

The motion passed unanimously.

PROFESSIONAL DEVELOPMENT CONFERENCE - August 10-12, 2015 - Ms.

Paula Marschner provided an overview of the conference activities and invited board members

to attend.

<u>ACTE NATIONAL CONVENTION – November 19-22, 2015, New Orleans, LA – </u>

Mr. Kutzer announced that the Association of Career and Technical Education National

Convention will be held November 19-22, 2015, in New Orleans, LA. The agency has funding

to send one board member. Anyone interested in attending the convention should contact Ms.

Schuler or Mr. Kutzer.

**FUTURE MEETINGS** – There are no meetings scheduled for July and August.

The September board meeting is scheduled for Monday, September 21, 2015.

The Combined Boards Meeting is tentatively set for Tuesday, September 22, 2015.

The October board meeting is tentatively scheduled for October 19, 2015.

**OTHER** – Ms. Giesen reported that Job Service and the Department of Labor are looking

at apprenticeships in high school and asked if career and technical education programs at the

high school level have ever allowed them. Mr. Kutzer responded that this has been a topic of

discussion over the years but that apprenticeships in North Dakota typically require that an

individual be at least 18 years old. It was agreed that the possibility of apprenticeships should

be pursued but the age requirement will be an issue.

The meeting adjourned at 9:47 a.m.

Respectfully submitted,

Dr. Brian Duchscherer SBCTE Chairperson